21st Century
Community
Learning Centers
(21st CCLC)

Montana
Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov

Out-of-School Time Leadership Management System (OSTLMS)
2014-2015 Reporting Timeline

Questions? Contact the 21st CCLC staff at 1-406-444-1964 or 406-444-3519 or Email adomino@mt.gov

Below is a timeline for completing tasks in the OSTLMS database for the 2014-2015 Program Year. Items need to be completed by the due date; however, if you have the information needed, they can be entered prior t time.		
Due Date	**OSTLMS Task**	**Notes**
Throughout the year	**Register Students**	Use the example Student Registration form (optional), and parent consent form. Registration forms need to be updated annually.
Throughout the year	**Attendance**	Take attendance for all students attending for at least one day. New Programs: Keep attendance on a spreadsheet until the OSTLMS system is completely set up

September 4, 2014	**1)** <u>**Add/Edit Site Information**</u> (Manage Sites and Centers/Edit Site)
	    a) Add/Update Partners (refer to E-grants application- the two database's information should match)
	    b) Copy Objectives from Egrants to OSTLMS
	
	2) <u>**Add/Edit Center Information**</u>- (Manage Sites and Centers/Edit Center)
	
	    a) Principal Information for each school from where your students are enrolled
	
	    b) Enter the **Financial Information** for the person(s) who complete the financial information for your site
	
	    c) Enter **Typical Operations** for the 2014-2015 School Year
		Webinar I
		
		(Fill in next to all red asterisks on page)
		
		Manage Sites and Centers/Edit Site/Add-Edit Objectives
		
		Webinar I
		(Fill in next to all red asterisks on page)
		See Other Contacts at the bottom of the page
		See Other Contacts at the bottom of the page
		i.e. District Clerk, organization's accountant
		Refer to E-grants application page.
		Manage Sites and Center/Edit Center/Typical Operations

September 12, 2014	**Enter All 2014 Summer Attendance**	For 21st CCLC programs who provided a summer program between the dates of June 1, 2014 and before the first day of the 2014-2015 School Year program.
September 15, 2014	<u>**Provide Current 21st CCLC Student Enrollment List to the School's Student Information System (SIS) Personnel**</u>	Give a list of all current-year participating 21st CCLC students (As of June 1, 2014) to the school's Student Information System data personnel /Achievement In Montana (AIM)) personnel so they can enter students for the AIM database's **"Fall Program Participation collection."** This is vital for the collection of state test data for 21st CCLC students and the 21st CCLC state evaluation process.
October 24, 2014	**1)** Obtain a <u>**Teacher's classroom list**</u> of students from school(s) classroom lists **2)** Obtain <u>**Student information**</u> from School including-ethnicity, gender, lunch type, AIM Number, grade, Special Needs, and Limited English Proficiency Enter <u>**New Students**</u> **3)** Enter <u>**New Teachers/update existing teachers**</u> **4)** <u>**Associate Teachers t**</u>o Students **5)** (Existing Programs): Update existing <u>**Student Information**</u> pages w/current year's • Lunch Type • Special Needs Status • Limited English Proficiency Status • School Name **NOTE:** Update School Name to reflect actual school the student is attending (Elementary, Middle School, High School) **6)** <u>**Add Courses/Add Students to Courses**</u>	Ask the School's Student Information System manager for the list (usually the If necessary, refer to the Superintendent/Principal Agreement Form with the School District Webinar II Webinar III: including teacher's name, grade(s) taught, CORRECT email, school district/name Webinar III See 2) above Webinar IV

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Due Date	OSTLMS Task	Notes
Below is a timeline for completing tasks in the OSTLMS database for the 2014-2015 Program Year. Items need to be completed by the due date; however, if you have the information needed, they can be entered prior t time.		
	7) Enter __Attendance__ up to date	Webinar V-PLEASE ENTER ATTENDANCE IN TO THE OSTLMS SYSTEM ON EITHER A DAILY OR WEEKLY BASIS THROUGHOUT THE ENTIRE PROGRAM YEAR. THIS WILL GIVE YOU THE MOST ACCURATE INFORMATION IN REPORTS, AND OVERALL WILL TAKE LESS TIME TO ENTER.
December 8, 2014	**Timeline/instructions for the Mid-Year Report will be sent out.**	Mid-Year Report Deadline: __Monday, February 2, 2015__
February 2, 2015	**MID-YEAR REPORT IS DUE BY MIDNIGHT**	**NOTE: Late reports will cause program funds to be withheld until the report is complete or until the next payment date.**
March 2, 2015	**Provide Current 21st CCLC Student Enrollment List to the School's Student Information System (SIS) Personnel**	Give a list of all current-year participating 21st CCLC students to the school's Student Information System data personnel /(Achievement In Montana (AIM)) personnel so they can enter students for the AIM database's **"Test Window Program Participation Collection."** This is vital for the collection of state test data for 21st CCLC students and the 21st CCLC state evaluation process.
March 2, 2015	2012-2013 Year-End Reporting Instructions/timeline will be sent out.	
May 4, 2015	**Launch Teacher Surveys**	Surveys must be launched NO LATER than May 4, 2015 to give teachers time to complete them. **This is part of the Federal Requirements**
May 11, 2015	**Provide Current 21st CCLC Student Enrollment List to the School's Student Information System (SIS) Personnel**	Give a list of all current-year participating 21st CCLC students to the school's Student Information System data personnel /(Achievement In Montana (AIM)) personnel so they can enter students for the AIM database's **"End of Year Program Participation"** collection. This is vital for the collection of state test data for 21st CCLC students and the 21st CCLC state evaluation process.
June 15, 2015	**YEAR-END REPORTS DUE BY 5:00 PM**	**NOTE: Late reports will cause program funds to be withheld until the report is complete or until the next payment date. Because of the fiscal year-end, the payment may be held until the end of August (there are no payments made in July).**